

HEAD of MATHS

Job title:	Head of Maths
Whole school area of accountability:	Teaching and learning responsibility for MATHS
Grade:	UPS (plus SEN point and TLR as appropriate to experience/qualifications)
School:	
Responsible to:	The headteacher, members of senior leadership team (SLT) and the governing body
Supervisory responsibility:	Identified teaching staff as appropriate

Main purpose of the job:

- Take specific responsibility and accountability for leading on and the day to day management and organisation of MATHS
 - Monitor the impact of teaching and learning of MATHS
 - Be an excellent classroom practioner and have an impact on educational progress beyond your assigned pupils
 - Support, train and advise staff regarding MATHS
 - Line manage and appraise/performance manage identified staff
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
 - To review Data and ensure appropriate interventions are in place.
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Duties and responsibilities

In addition, carrying out the duties of a class teacher as outlined in the current *School Teachers' Pay and Conditions Document*, the post holder receives a TLR (as appropriate to experience/qualifications) for leading Maths across the school.

Leadership and management

- Support and implement the vision and ethos of the school
- Contribute to, implement and evaluate the success of School Development Plan relevant to MATHS
- Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
- Ensure policies are translated into practice across the school and that you bring to the attention of the senior leadership team (SLT) any which may need revisions or amendments especially those relative to MATHS
- Together with SLT, lead on the school self-evaluation process for MATHS including lesson observations, monitoring of school priorities and bringing about improvement
- With SLT, support on health and safety risks, hazards in the school environment and revise/implement policy and practice
- Together with SLT Identify emotional health needs of pupils and ensure policy, processes and curriculum raise awareness and ensures appropriate interventions and support
- As appropriate contribute to the writing of self-evaluation and policy documents
- Promote cross curricular approaches to teaching and learning
- Be a proactive and effective member of the senior/middle leadership team
- Be an effective role model in terms of teaching, behaviour and classroom management

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Teaching and learning responsibility

- Lead MATHS across the whole school
- Have overall responsibility and accountability for MATHS ensuring continuity, consistency, balance, match and progression ensuring schemes of work are current and implemented consistently across the school
- Lead regular meetings relevant to MATHS with appropriate colleagues
- Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range

Monitoring and assessment

- As appropriate monitor and review the impact of teaching and pupil progress in MATHS e.g. reports, assessment for learning, lesson observations, display, book scrutiny
- Monitor standards including recorded work as relevant to MATHS across the school including reviewing long and medium-term planning
- To review DATA relating to student progress in MATHS
- To implement and review appropriate interventions

Manage resources

- Be responsible for the organisation, planning and evaluation of programmes as relevant
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources

Staff development

- Act as a reviewer with the arrangements for the appraisal of all identified staff
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments in MATHS including exam boards and disseminate information as appropriate
- Ensure all staff are kept up to date with current MATHS schools practice, policy and guidance

Other

- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the headteacher, deputy and assistant headteachers

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder

Date / /

Signature of headteacher

Date / /